

# JEFFREY W. LITTLE, CPA

## ENGAGEMENT LETTER

I have engaged the firm of Jeffrey W. Little, CPA (here after referred to as "the firm") to prepare my Individual Federal Income Tax Return for the year ended December 31, 2020. In that regard, I have completed the **Personal 1040 Tax Questionnaire**, or submitted information by mail or drop-off, and state that to the best of my knowledge and belief:

I have provided true, correct and complete information regarding my income. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for **seven years** all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return.

I have provided true, correct and complete information regarding amounts I claimed as tax deductions, and have maintained written documentation supporting all amounts, including log books and receipts. I am aware that documentation should be retained to support the information provided to the firm, particularly business travel and entertainment deductions, business use percentage of autos and other assets, barter activities, and the required documents to support charitable contributions. I understand the Taxing Authorities may examine the returns and that penalties and interest may be imposed on returns that are late, underpaid or incorrect all of which I will be responsible for.

I understand:

- It is **my responsibility** to review the return prepared by the firm **prior to signing** and sending to the proper authorities.
- The firm will not audit, or otherwise verify any information, but may require clarification or additional information.
- The firm is not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.
- I will be required to sign a separate engagement letter and charged an additional fee if the firm is asked to assist or represent me in a tax examination or inquiry.

I will contact the firm immediately if I discover additional information that will lead to a change in my return, or if I receive any correspondence from the IRS or state taxing authorities. I understand that I will be responsible for additional fees should the need for an amended tax return arise.

I understand that I will be provided with one copy of the tax return and will be charged for additional copies. I understand that I will have to sign a release prior to requesting my tax return to be provided to any other individual or business.

I understand that the preparation fee will be **due and payable upon completion of the income tax return** and additional services will not be performed until the bill for these services is paid in full and the fee will be based upon the standard billing rate. I understand that if I do not pay the balance due upon completion of the income tax return I will be responsible for finance fees of 1.5% per month, any legal fees, court cost, or other expenses associated with the collection of the preparation fee.

**Discussed, Understood and Accepted by:**

→ Taxpayer: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

→ Spouse: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_